

**Cumberland County Library System  
Board of Trustees Monthly Meeting Minutes  
December 17, 2018**

**MEMBERS PRESENT**

Paul Fisher, Judy Souleret, Bill Gould, Jim Hutcheson, Linda Ries

**OTHERS PRESENT**

Vince DiFilippo, Carolyn Blatchley, Jennifer Martek, Sue Erdman

**CALL TO ORDER**

A regular meeting of the CCLS Board was called to order by President Paul Fisher at 4:00 pm in the meeting room of the Cumberland County Library System, Carlisle, PA.

**MINUTES & TREASURER'S REPORT**

**1. PREVIOUS MINUTES**

*The Library System Board unanimously approved the November 19, 2018 Board meeting minutes.*

**2. TREASURER'S & FINANCE COMMITTEE REPORTS (JONATHAN WILLIAMS, TREASURER)**

The System Board reviewed the following financial statements for the month of November 2018:

- Balance Sheet
  - a) The \$300K+ received from the Curtis Estate also contributed to the Fund balance net increase. Other than an increase in staff training (development day was not held in 2017), expenses have remained steady compared to 2017.
  - b) The \$227,646 transferred from the 90 Contingency Fund at the beginning of 2018 to budget the balance, has been reversed. Since the decrease in purchases compared to budget, and the Curtis Estate funds cover this budgeted deficit.
- Income and Expense
  - 1) Expenses for computer equipment and software as well as electronic information are down from 2017, largely due to the MOU projects of 2017. We will be making purchases in December, which will increase the costs. Right now there are \$32,850 of PO's outstanding for computer equipment. Purchase of an electronic item is also under discussion. This item is necessary to reach the 12% required by the State Library association collection purchases.
  - 2) In addition, postage is down in 2018 due to the decrease in notices mailed. Failed phone message decreases and the zero fine policy have reduced the notices printed and mailed, thus decreasing the postage used.
- Cash Report
- Accounts Receivable Summary
- Check Register

- Smart Pay Deposit Report

***After review of the reports, the Library System Board unanimously moved to file the November 2018 Treasurer's Report for audit.***

## REPORTS

### 3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

#### CUSTOMER SERVICES

**Core Library Services** – Provide core audiences with quality library services

- **Futures Task Group Meeting Held**

The second meeting of the Futures Task Group was held on Tuesday, November 27. It included an insightful presentation on the topic of education, and more specifically, how libraries can assist schools in preparing our future workforce. The next meeting will be held in January (date to be determined).

**Online Services** – Provide customers with innovative, effective online library services

- **Skeleton Website Created**

In preparation for a move to Drupal 8, Library System staff have worked on a written project plan and created a skeleton site with a selected theme. *This is the completion step of Performance Issue C in the 2018 Conditional Grant Goals.*

- **Kanopy Trial**

Library System staff are participating in a second trial of Kanopy streaming video service to consider adoption. *This is related to Performance Issues E and F in the 2018 Conditional Grant Goals.*

#### RUNNING THE BUSINESS (PROCESSES AND EVALUATION)

**Promote Library Services** – Promote the value of library services strategically and effectively

- **Partnership Between Probation & Parole and Libraries**

The Commissioners met with Bosler Library Director Jeffrey Swope and Carolyn Blatchley to discuss a literacy partnership between the Probation & Parole office and the Bosler Library. This project has been passed through Judge Guido and the department, and is moving forward. Each book provided to families of parolees will include a bookplate which encourage the reader to visit their nearest local CCLS library (library names and addresses included.)

**Library Processes** – Evaluate and adopt efficient, cost-effective library processes

- **Materials Collection Policy Edited; Board Adoption Required**

This policy, last updated in 2013, was edited (1) to focus on the fact that the priorities and goals of Collection Development are based on the library's mission, (2) to identify the people responsible for making decisions about the collection, and (3) to provide information about how materials are chosen. It has been relabeled the Collection Development Policy. It will require a Board vote and is on the agenda for the December 17 Library System Board meeting under New Business (Attachment D

in the packet.) *This is related to Performance Issue G in the 2018 Conditional Grant Goals.*

## **SOUND FINANCIAL MANAGEMENT**

### **Resource Acquisition** – Obtain adequate resources

- **Bent Creek Property - Lease Update**

Carolyn Blatchley met with attorneys for the Library System and the County, Sandy Moyle (chief clerk) and John Lopp (facilities) to discuss an issue with Chapter 93 Section 9316 of the Public Library Code, which addresses Acquisition of real property by library systems. This was uncovered by the attorney for the Pennsylvania School Boards Association as a limit to the Library System's ability to sign a lease.

On December 3, the Chief Clerk continued this discussion with the Commissioners and the County solicitor, Keith Brenneman. On December 10, the County solicitor sent a letter of intent on behalf of the County to the attorney for PSBA stating the County will sign the lease, and the Library System will enter into a payment agreement with the County.

As of this writing, the lease has been revised and is being reviewed by all parties.

- **Bent Creek Property - Build-Out Update**

As part of the lease agreement, PSBA will fund up to \$75,000 in build-out costs. This will include the addition of one office space and a server room, as well as countertop workspaces for computers, receiving materials and general office workroom. It will also include wiring for access to the network, adequate electricity and climate control to the server room. Carolyn Blatchley met with the builder on December 11 with final measurements for a quote.

- **Four Grants Submitted by CCLS Foundation Committed for Funding**

This month, a check from UGI for \$5,000 has been received for the 2019 Summer Learning Program. Additional 2019 Summer Learning Program funding that was committed (but not received) in this period are from Comcast (\$1000) and PPL (\$10,000). The G. B. Stuart Foundation donated \$10,000 through the Foundation for Amelia Givin Library's roof replacement project. At their request, it will be transferred to Amelia Givin Library in January 2019.

- **Conditional Grant Presentation made to the County Finance Committee**

On December 12, Carolyn Blatchley, with the support of library directors Cindy Stratton-Thompson, Bonnie Goble and Jeffrey Swope, made a presentation to the County Finance Committee concerning an RFID project to be carried out in five phases for a 2019 Conditional Grant project as outlined by the 2016 Memorandum of Understanding between the Library System and the County. The Commissioners will discuss the proposal at their Dec. 19<sup>th</sup> meeting.

### **Resource Management** – Manage resources effectively

- **2019 Library System Budget Passed**

At the November meeting of the Library System Board, the 2019 Budget was passed. This budget does not include funding for the proposed RFID project as a 2019

County Conditional Grant project. If the Commissioners accept this grant funding proposal, the Library System budget will need to be revised.

**Resource Allocation** – Allocate resources equitably

- **Transfer back to 90 Day Contingency Fund**

At the beginning of 2018, CCLS transferred \$227,646 from the 90 Day Contingency Fund to balance the 2018 budget. This was reversed at the end of November after assessing that CCLS has enough in operating fund to cover December expenses.

**LEARNING, INNOVATION & TECHNOLOGY**

**Leadership** – Develop leadership among staff and board members

- **Staffing**

The Library System has interviewed two candidates in the continued search for a new part-time Computer Technician; an offer is being prepared.

- **Rater Consistency Training**

Two new supervisors and one experience supervisor took the Rater Consistency Training offered by Cumberland County Human Resources on December 4.

**New Technologies** – Embrace new technologies

- **Installation and Implementation of Signature Pads**

Software for signature pads has been installed on each circulation workstation, and the hardware now resides at each library with intent to implement into the library card registration process before the end of the month. Circulation staff members meet on December 13 to agree on the process. *This will be the completion step of Performance Issue F in the 2018 Conditional Grant Goals.*

**NEW BUSINESS**

**4. MATERIAL SELECTION POLICY (CAROLYN BLATCHLEY)**

As explained in the Executive Director’s Report, this policy, last updated in 2013, was edited (1) to focus on the fact that the priorities and goals of Collection Development are based on the library’s mission; (2) to identify the people responsible for making decisions about the collection; and (3) to provide information about how materials are chosen. It has also been renamed the Collection Development Policy.

***On a motion by Jim Hutcheson, seconded by Linda Ries, the Library System Board unanimously approved the revised Material Selection Policy.***

**OLD BUSINESS**

**5. COUNTY CONDITIONAL GRANTS**

All 2018 goals are completed with the exception of the self-checkout stations. Installation of the self-checkout stations is in progress and is to be done by Dec. 31<sup>st</sup>.

Carolyn reviewed the proposed Conditional Grant Project for 2019 which was included in the Board packet and discussed in the Executive Director’s Report.

## UPDATES

### 6. NEWS FROM COUNTY COMMISSIONERS (VINCE DIFILIPPO)

News from the County Commissioners was shared.

### 7. NEWS FROM VISITORS

News from member libraries was shared.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 5:00 pm. The next meeting of the Cumberland County Library System will be held on Monday, January 28<sup>th</sup>, at the Cumberland County Library System's headquarters office at 4:00 pm.

### MEETING DATES REMINDER:

#### **CCLS Board Meetings**

**(4:00pm, 3<sup>rd</sup> Monday monthly)**

- 1/28/2019 (exception)
- 2/25/2019 (exception)
- 3/18/2019
- 4/15/2019
- 5/20/2019
- 6/17/2019
- 7/15/2019
- 8/19/2019
- 9/16/2019
- 10/21/2019
- 11/18/2019
- 12/16/2019

#### **CCLS Finance Committee**

**(4:00pm, 1<sup>st</sup> Monday quarterly)**

- 2/4/2019
- 5/6/2019
- 8/5/2019
- 10/7/2019 (exception, budget mtg)
- 11/4/2019